

**GROUP TRAVEL CANCELLATION POLICIES AND FEES:**

GROUPS OF TEN (10) OR MORE PASSENGERS (TRAVELING TOGETHER ON THE SAME DAY, ON THE SAME FLIGHT, FOR THE SAME MISSION REQUIRING GROUP INTEGRITY, AND IDENTIFIED AS A GROUP BY THE CTO UPON BOOKING) ARE NON-MANDATORY USERS OF THE GSA CONTRACT. GROUPS MAY THEREFORE CHOOSE THE CARRIER THAT BEST MEETS THEIR TRAVEL NEEDS. GROUPS OF TEN (10) OR MORE PASSENGERS WILL BE BOOKED THROUGH THE CARRIER'S GROUP BOOKING PROCEDURES AND FOLLOW THAT CARRIER'S COMMERCIAL GROUP RESERVATION, TICKETING AND CANCELLATION POLICIES AGREED UPON IN THE MILITARY AIR TRANSPORTATION AGREEMENT (MATA).

